



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: November 22, 2013

CITY MANAGER'S OFFICE thru 11/22/2013

Acting City Manager Comments:

Due to the Thanksgiving holiday, no garbage collection service will be provided by Waste Pro on Thanksgiving Day, November 28th. Instead, service will be provided the following day, Friday November 29th. Service that would have been provided on Friday will be provided on Saturday, November 30th. For any questions, contact Solid Waste Customer Service at 386-878-8723.

Public Information Office (PIO): (Wendi Jackson, Public Information Specialist)

- Facebook & Twitter: Posted information about holiday messages to a soldier serving in the U.S. Army's Combat Aviation Brigade, Santa's North Pole, One Blood drive, and the Deltona Christmas Parade.
- DeltonaTV Community Calendar slides: Holiday Trash Collection, City Hall closed for Thanksgiving, Christmas Parade.
- Working with the Assistant Public Works Director to secure emcees and judges for the Christmas Parade.
- Created a poster for the Holiday Parade of Homes.
- Updated the Santa's North Pole poster/flyer.

Press Release/s:

- Holiday Parade of Homes

Media Relations:

- Spoke with *Mark Harper of the Daytona Beach News-Journal* about comparing reclaimed water costs to using regular water for irrigation.

Office of Economic Development (OED): (Jerry Mayes, Economic Development Manager)

- Attended a meeting of the Ford Next Generation Learning's Next Steps Team to work on the Master Plan on Creating Goals to be utilized in the Volusia County School District's "Campus Career Program".
- Attended City staff's conference call with broker/representative of commercial landholder regarding redesigning stormwater retention toward making additional commercial property available for development.
- Continued work on the "Larry Kent Digital Project". The City, along with Volusia County School District's "Career Academy" advisors, is working with Larry Kent on a project to expand the digital filming classes at Pine Ridge High School "Career Academy".
- Coordinated and hosted the Business Forum IV:
 - Approximately fifty-seven attendees were present;
 - Panel presentations included John Wanamaker (Center for Business Excellence Board Member, Team Volusia EDC Chairman for 2014), Pat Northey (Volusia County Councilperson, District 5), and David Santiago (Florida State Representative, District 27).
- Attended the ribbon cutting for the E-Post Fed-Ex Office in Deltona Plaza which was sponsored by the West Volusia Regional Chamber of Commerce.

- Met with Steve Moore and Mark Manning, Parks & Recreation Department, and Lynn Thompson, Athletic Director for Bethune-Cookman University and his staff to discuss the expansion of collegiate soccer, both men's and women's, to Deltona, utilizing their own campus and City sports fields.
- Participated in the Team Volusia Practitioners Council projects teleconference which gave updates on all the projects currently in process by Team Volusia.
- Attended the SCORE Recognition Luncheon, which is a volunteer group of retired executives, business owners, business managers, and professionals that dedicate their time to assisting small businesses with "how-to advice".
- Corresponded with Bernard Jones, who was appointed to the Deltona Economic Development Advisory Board (DEDAB), regarding DEDAB, its Sub-committees and By-laws. Solicited the applicants who were not chosen to participate as DEDAB Sub-committee members.
- Participated in the Florida Brownfields Association's monthly teleconference, which covered updates on the Federal Environmental Protection Agency, the Florida Department of Environmental Protection, and the Florida Department of Economic Opportunity, and how all these affect the use of Brownfields for environmental redevelopment and economic development.
- Attended the Central Florida Legislative Delegation forum, hosted by the Central Florida Partnership. The Central Florida Partnership is the regional, seven-county coalition that worked through the "Open for Business" initiative, and awarded this certification to Deltona.
- Attended the West Volusia Economic Development Committee to discuss and share regional (SW Volusia) economic development information.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 11/18/2013

Building Services Division:

Building Permits issued for the week	59
Valuation of work permitted for the week.....	\$264,299
Inspections completed for the week	160
Total Permits issued for Fiscal Year 13/14	404
Valuation of work permitted for the year 13/14	\$3,061,109
Permits Issued:	
A/C Change Out	9
Door Replacement	2
Electrical	1
Fence	9
Foundation Grout	1
Glass Room	1
Interior Repair	2
Plumbing	2
Pool In-ground	1
Reroof	4
Right of Way	15
Screen Enclosure	1
Shed	3
Solar Panel Installation	1
Water Heater Replacement	2
Window Replacement	6
Total	59

Enforcement Services Division:

Requests for services this week	212	
Animals impounded at the humane societies	28	
Citation warnings issued	15	
Courtesy notices	92	
Abatement notices	18	
Citations issued	8	
Code Enforcement telephone calls	106	
Animal Control calls	89	
Solid Waste calls	81	
Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	6	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	19	(at a cost of \$760)
Certified mailings sent out	46	(at a cost of \$282)
Money collected for Animal tags, liens and return to owners	\$2,790	
Foreclosures for this week: Deltona	49	
County	79	
Total	128	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 11/15/2013

- 2nd Floor HR/CC Walk-In Customers 26
- 2nd Floor calls Answered 29
- Packages Received 37
- Packages Picked Up 0
- A/P Invoices Opened 66
- Newspapers 17 (6.25 hours)
- Public Records Requests Received 02
- Public Record Request Amount Received 44¢
- Documents imaged, pages 4,595
- Large scale drawings imaged, pages 0

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 11/22/2013

- Met with Deltona Water/Public Works staff to discuss fixed assets and tracking of small, inexpensive items.
- Participated in webinar on Construction Projects – “Procurement and Monitoring Best Practices.”
- Continued working on grant status reports for the upcoming auditor’s visit.
- Attended the Local Mitigation Strategy (LMS) working group meeting at the Volusia County Emergency Operation Center in Daytona Beach.
- Met with the Edgewater Condominium Association President to discuss the forms the Association needs to sign to include in the ECHO grant application for the Lakeshore Loop project.
- Attended the Continuum of Care – Homelessness Coalition meeting in Daytona Beach at the United Way Building.
- Held a Relay for Life team meeting with Finance and City Manager’s Office departments to discuss fundraising ideas, team building events, and the participation schedule.
- Prepared bid for painting Station 62 and Logistics.

- Completed required items for audit.
- Attended ongoing online class for purchasing certification– “Fundamentals of Leadership and Management.”

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 11/20/2013

Fire Chief Staples:

- Attended the Central Florida Fire Chiefs’ Association meeting. There was a presentation on the Blue Rhino fire in Tavares and how agencies worked together to mitigate that event.

Deputy Chief Rogers:

- Alarm summary 11/12/2013 to 11/18/2013

Structure fire	4
Vehicle Fire	0
Wild land, grass, trash	0
Misc. Fire	5
ALS Medicals	71
BLS & Misc. Medicals	57
Hazardous Condition	8
Service Calls	16
Good Intent	19
<u>False Alarms</u>	<u>6</u>
TOTAL	186

Deputy Chief Rafferty:

- Met with Chief Swisher (Special Ops issues/Rapid Intervention Team).
- Conducted Assessment Testing Center for Edgewater Fire.
- Met with Chief Swisher and Chief Rogers regarding a Trailer issue.
- Completed Target Safety classes.
- American Heart Association Conference call.
- Completed American Heart Association required paperwork.
- Met with Deltona High EMS Program.

Assistant Chief Debose:

- Conducted Command Training for all crews.
- Met with mentee at Discovery Elementary School.
- Conducted JOSH (Joint Operations Safety & Health) committee meeting.
- Taught (2) extinguisher classes, one for Sunshine Pre-School and one for Kidz Connection.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 11/20/2013

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,610 to date)
- Applications received:
 - (02) Waste Water Operator
 - (02) Water Operator
 - (06) Fire Chief

- (00) Network Analyst
 - (01) Firefighter/EMT
- Coordinated with several Department Directors regarding personnel actions.
- Scheduled 4 Utility Systems Tech interviews.
- Posted new job posting: Firefighter/EMT.
- Processed 1 FMLA request.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 11/18/2013

Administration:

- Met with Southern Bleacher Company.
- Met with Charlie Cross of DTA to discuss their Facility Use Agreement.
- Hosted the Teen Dance at Harris Saxon.
- Conducted the Senior Advisory Sub Committee Meeting.
- Met with staff to discuss the submission of ECHO grants.
- Met with Volusia County Parks and Recreation Director at Spec Martin Stadium.
- Met with City Manager to discuss City business.
- Met to discuss the Christmas Parade scheduled for December 7th.
- Met with Kompan Playground Company to discuss the installation of the Manny Rodriguez playground.
- Approved the Special Event Application for Our Lady of the Lakes Church for their fall festival November 21st thru 24th.
- Processed 7 permits for pavilion and field rentals.

Facility Use Permits (11/10/13—11/16/13):

• Deltona Community Center	6 permits issued	Weekly attendance – 767
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 240
• Wes Crile Park	3 permits issued	Weekly attendance – 1,977
• Skate Park	8 new passes	Weekly attendance – 417

Special Events/Programs:

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) fall program continues.
- Pop Warner football and cheerleading fall season has ended.
- Deltona Youth Soccer fall season continues.
- Men's Senior Softball fall season at Dupont continues.
- Men's Fall League Softball has ended.

Parks Maintenance:

Weekly tasks include opening and closing all the parks; cleaning and stocking restrooms; picking up and emptying trash at parks and facilities; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance.

- Mowed, edged and weed-whacked: Campbell Park; CVS Park, Deltona Community Center, Dewey Boster, Dupont Lakes, Thornby, Timber Ridge and Vann Park.
- Put out message boards for teen dance.
- Deltona Community Center – Installed new dispensers in men’s restroom.
- Dewey Boster – Continued working on floats for parade; replaced combo lock on baseball gate.
- Firefighters Memorial – Replaced lock on restroom door.
- Harris Saxon – Repaired door frame in meeting room; installed new dispensers in men’s restroom.
- Veterans Memorial – Repaired irrigation.

City Hall, Fire Station, Sheriff’s Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff’s building; opening and closing City Hall; vacuuming the Chambers and other areas; emptying trash and recycle bins; setting up Chambers for various meetings and resetting afterwards; monitoring temperature throughout the building; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms, water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed throughout the building, courtyard and walkway; moving or assembling furniture, cubicle panels and other items for various departments as needed; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; performing other miscellaneous tasks as needed.

- Escorted Electrical Solutions to replace ballasts.
- Checked gutters for rats.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
 - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
 - Raked and lined Dupont Lakes.
 - Edged clay area at Wes Crile.
 - Sprayed Dupont with TB3000.
 - Ant bait at Veterans Memorial Park.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League.
 - Sprayed Pony League with TB3000 and Acephate.
 - Repaired broken irrigation valve.
 - Replaced main fuse on pump.
 - Repaired plumbing and painted restrooms.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 11/20/2013

Executive Summary:

Planning and Development Services brought the zoning amendment application to the Commission for the Goodwill Industries Distribution Center, to be located at the Deltona Landings complex. Ordinance No. 15-2013 was adopted at second reading and the existing vacant building will be converted into a viable commercial use at a visible commercial corner.

Planning Section:

The Planning Section worked on the following this week:

- The Sterling Park amendment to the Planned Unit Development.

- The Tractor Supply Company Overall Development Plan pre-application conference.
- The Bella Vista Business Planned Unit Development Overall Development Plan.
- The Carnell Plat Subdivision Vacation.
- Phase II-B Amendment to the Land Development Code agenda memo package.
- The Annual Update to the Capital Improvements Element agenda memo package.
- Lake Baton Estates Final Plat application.
- Duke Energy substation within the Activity Center.
- RaceTrac site within the Activity Center.

Housing & Community Development Section:

The Housing and Community Development Section processed invoices with the goal of reducing the spending amount needed to be achieved within the NSP 3 program. Staff anticipates that approximately \$60,000 of the roughly \$260,000 will be spent within November. This will leave three months to complete the spending within December, January, and February to close out Program Funds in March 2014. Staff is on-track to complete that action. The Commission approved of the use of four general contractors within the NSP program this week, and the City received two contracts for NSP home sales.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 11/15/2013

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 4 sign repair work tickets in the City.
 - Fabricated 18 new street name signs, installed ten.
 - Fabricated and installed two 12"x 18" Adopt a Street signs and placed one at Eustace & Providence and one at Seagate & Eustace.
 - Fabricated two 12"x 6" Deltona Humanists sub plaques and placed one at Eustace & Providence and one at Seagate & Eustace.
- **Asphalt:**
 - Repaired 15 asphalt repair work tickets – 2 tons.
 - Antilles & N Normandy – filled around posts with asphalt – 100 lbs.
- **Message Boards:** Doyle & Deltona Blvd, Howland & SR415 – installed message boards for Holiday Parade.
- **Thermoplastic Striping:**
 - 24" white stop bar – 14'
 - 12" crosswalk – 64'; 83'; 74'
- **Miscellaneous:**
 - 1620 Foothill – painted over graffiti on road.
 - Doyle/Volusia County Command Center – removed 46 lighted barricades

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Elkcam, Howland, Normandy, Providence Blvds – routine median maintenance.
- **Concrete:**
 - Sidewalks – 89 Rockwell – 6'x 4'; 1442 Ambassador – 6'x 4'; 9th & Hagar – 24'x 4'.

- **Clam Truck:**
 - Debris – 12
 - Trimming – 33
- **Slope Mowing:** 538 Glancy – 160'; 548 Glancy – 160'; Apache & Elgin – 160'; Apache – 160'; 560 Apache – 80'; 501 Antelope – 160'; 529 Antelope – 80'; 545 Antelope – 80'; 2059 Gallagher – 160'; 2088 Gallagher – 400'; 2141 Gloria – 80'; 712 Eunice – 30'; 2166 Normandy – 80'; 2174 Gloria – 160'; 522 Antoinette – 80'; 541 Antoinette – 80'; 501 Geraldine – 80'; 2117 Gloria – 80'; 2090 El Campo – 80'; 2131 El Campo – 80'; 2186 Gloria – 80'; 2144 El campo – 80'; 581 Antoinette – 80'; W Firwood – 1000'; 2281 Annapolis – 80'; 532 Annapolis – 60'; 522 Annapolis – 80'.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 2 | Repairs – 10 |
| • Equipment | PM – 1 | Repairs – 21 |
| • Fire Dept Station Checks | 7 | |
| • Road Calls | 4 | |
| • Parts Run/Vehicle Delivery | 4 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1303 Buccaneer Dr – installed 400' of 18" HDPE pipe; three nyloplast basins; hauled away spoils.
 - Deltona Blvd – edged and cleaned the sidewalks and the curbs from Normandy to Enterprise.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed – 1293 Buccaneer; 230 Embassy; 761 Redcoach; 898 Fairbairn; 819, 992 Gaucho; 1096 Eleanor; 989, 780, 732 9th; 751, 722 Whitewood; 524 Gasper; 444 Alexander; 1003 De Carlo; 1860 Tanner; 1910 Lehigh; 1909 Coble; 825 Lehigh; Brady ditch; Hastings/Zinnia; 1942, 1896, 1810, 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona; 2280, 2160 Clearwater; Acadian; 1570 Zinnia; 2150 Deck Ct; 1068 Mayflower.
 - Ponds mowed – 2030 Galahad; 2170 Clearwater; 3205 Shallowford; 679 Goodrich; 1049 Sylvia; 2036 Atmore; 1641 Houston; 2049 Atmore; Farrington; 849 Deltona Blvd.
- **Right of Way Litter Crew:**
- **Main road trash pickup** – Ft Smith, India, Courland, Elkcam Blvds, Newmark Dr.
- **Miscellaneous:**
 - 1250 Wheeling; Sky St – mowed and trimmed around the pump station.
 - 1997 Montfort – spoke with resident about a depression in her yard.
 - 185 Sheryl Dr – mowed and trimmed the approach to the control structure.
 - City Wide – watered newly laid grass at the new stormwater projects.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 11/17/2013

Customer Service

November 2013	Total week ending 11/17/2013
DW – Lockbox	1420
Ebox	1017
Call Center Calls	1189
Walk-ins/Drop Box	910
On-line Payments	1162
IVR	729

Customers Disconnected for Non-Pay

November 2013	Total week ending 11/17/2013
Total on Disconnect List	73
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

November 2013	Total week ending 11/17/2013
Water Service	1
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	9
Locates Received	110
Locates Completed	126
Main Leaks	7
Service Leaks	5
Sewer Repairs	2
Sewer Blockage	2
KV2 Valves	1
Service Replacements	0
Meter Change Outs	9
Service Orders	324
Disconnects	73
Drainfield Leaks	1
Meter Retirements	25